



OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch
Superintendent

September 9, 2005

To: School Superintendents, District Clerks, and County Superintendents

From: Madalyn Quinlan, Chief of Staff

Subject: Preparations for the Annual Data Collection

This e-mail is to update you on a number of details related to the OPI Annual Data Collection (ADC) for 2005. Please be sure to forward this message to the persons in your district and schools who are responsible for preparing and submitting your district and school data through the ADC.

Accessing the Annual Data Collection

- To access OPI's Internet Reporting and Information System (IRIS), you will need to use the User Name and password that the Office of Public Instruction mailed to your district in mid-June. If you have misplaced your passwords, you may request a new copy. OPI will mail the replacement copy to your district office. We will not e-mail your password information. To request a new copy, call the OPI Help Desk at 406-444-3448.

Training for the Annual Data Collection

- OPI has scheduled training for New Users at five locations in September.

September 9	Helena , OPI Training Room, 1227 11 th Avenue, 8:30 am -noon
September 12	Shelby , Shelby High School Lab, 1001 Valley St, 10 am – 1 pm
September 13	Lewistown , Lincoln School, 215 7 th Avenue S, Board Room, 8 am – 10:30 am
September 14	Glendive , Dawson High School, 900 Merrill Ave, Room D 111, 8:30 am -noon
September 15	Billings , Billings Senior HS, 425 Grand Avenue, Room 302, 8:30 am -noon

To register on-line for the training, go to
<http://www.opi.mt.gov/RegForms/ADCTraining/index.html>

New Report Forms for 2005-2006

Please be aware that several report forms have been changed for this year. These changes include:

- Changes in the Organization Setup

- Distance Learning
- Immigrant Student Count
- Technology Use Report is now school level
- 7th and 8th grade dropout data must be disaggregated
- Indian Education for All Montana
- User Names and Passwords

Please take note of the Disaggregated Enrollment and Attendance data collection. OPI is asking school districts to report student enrollment and attendance by the same disaggregation categories or subgroups that are used for reporting under No Child Left Behind. In addition to reporting enrollment by grade, gender and race/ethnicity, you must further disaggregate by reporting the number of students with disabilities, students eligible for Free & Reduced Lunch, migrant students, and Limited English Proficient students. Schools will continue to report total enrollments into the MAEFAIRS system. Your district must complete your enrollment reports in the MAEFAIRS system before you can submit the disaggregated enrollment totals in the Annual Data Collection. The totals reported by grade between the two systems will be required to match.

We appreciate the time and effort that your district staff invests in reporting to the Office of Public Instruction through the Annual Data Collection. We also understand that this is no small task. We do our best to be available to school personnel to assist you in this reporting requirement. If you have any comments or suggestions to help us improve our service to schools, please contact me at mquinlan@state.mt.us.